

## **SPECIFIC TERMS OF REFERENCE**

### **Evaluation of the EC Contribution to the Parliamentary Action for Renewable Energy (PARE) Project**

#### **Terms of Reference for Evaluation Consultant**

EuropeAid/132633/C/SER/Multi, BENEf 2013, Lot 6: Environment

### **1. BACKGROUND**

Chronic power shortage is a major problem in many developing countries. At the same time, countries in Africa, Asia and the Arab region have rich potential in renewable energies like solar, wind, hydroelectric or biomass energy. If harnessed, these resources could provide the unlimited energy that is needed to lift the poor out of poverty and help reduce gender inequalities, without accelerating climate change. The lack of national legal frameworks and policies as well as a lack of financial resources are major obstacles that have to be overcome if we want to promote and enable renewable energy for a significant portion of the world's population. Parliaments are key national institutions for the development, promotion and funding of renewable energy projects.

The Parliamentary Action on Renewable Energy (PARE) project aims to build the capacity of parliamentarians to strengthen their advocacy and monitoring of the development of renewable energy sources and to promote policy and regulatory reform to encourage investment in renewables in projects such as: (i) generation and transmission of renewable energy in a wide range of contexts, from large-scale solar power stations or wind farms, to small-scale biogas digesters which can turn agricultural waste into cooking gas for a single household; (ii) the development of both long-distance, cross-border grid connections linking as many people as possible to areas where renewable energy is most abundant, and village mini-grids enabling communities that are far from the national grid to harness local solar, wind, small hydro or other renewable resources. Wherever opportunities arise, the project also seeks to address related themes such as energy efficiency and climate adaptation.

The European Commission's DG DEVCO has provided a contribution of 2.5 million EUR in support through the UNDP and Climate Parliament. The 10 target countries for the project are: Bangladesh, Congo-Brazzaville, India, Jordan, Lebanon, Morocco, Senegal, South Africa, Tanzania and Tunisia. This assignment seeks to evaluate the use of the EU's funds in examining the effectiveness of the outputs produced under the EU's contribution. Areas such as impact, sustainability, visibility and value for money must be examined.

#### **The expected results included:**

This project focused its outputs on building up regional networks of MPs in three regions: Africa; the Arab States and South Asia.

The main outputs of the project were as follows:

**Output 1:** Legislators in beneficiary countries are better informed about the risks that climate change and scarcity of fossil fuels pose to their own country, and the political will to develop renewable energy resources is enhanced in target countries.

**Output 2:** Parliamentarians in beneficiary countries have access to specific knowledge and support on renewables and climate policy through peer networks.

**Output 3:** Parliamentarians have enhanced capacity to advance well-developed policy proposals in their Parliaments and in discussions with Ministers and officials, to replicate successful policies and best practices from other countries, and to monitor implementation of national policies in this field.

**Output 4:** Parliamentarians are provided with a Renewable Energy Policy Handbook for legislators, available both in an interactive online format and in printed form, which provides an overview of policy options for promoting renewable energy, and gives legislators all the information they need to start developing policy proposals for their state, country or region.

## **2. DESCRIPTION OF THE ASSIGNMENT**

**2.1. The general objective** of this assignment is to ensure that EC programming and contributions provide effective returns to addressing climate change in the developing world. The UNDP and Climate Parliament have managed the EU contribution. Since the EC has not managed this activity directly, this evaluation will serve as a basis for understanding lessons learned and details on the effectiveness / appropriate use of EU funds.

**2.2. The specific objectives** of this assignment is to conduct an evaluation of the EU's contribution to the PARE project. Areas such as impact, sustainability, value for money and the use of EU visibility must be examined, along with the funding of workshops and workshop materials. Identification of lessons learned and recommendations for future EC contributions (support areas with maximum impact, visibility and sustainability) must also be included. An assessment of stakeholders' level of satisfaction with the outputs used under the EU contribution and an examination of the sustainability of implemented activities and inventions in the medium and longer term, are also requested from the consultant.

**2.3 Requested Services, including suggested methodology:** The consultant will be required to undertake the following activities:

(i) Conduct an evaluation of the use of EU credits in the PARE project and compilation of the lessons learned from activities funded under the contribution. The information collected will be comprised of a desk review (information/project documents to be provided to the consultant by the UNDP/Climate Parliament) and interviews, including ad hoc missions, if appropriate.

(ii) Submit a detailed evaluation methodology to the EC for prior approval and for consultations with UNDP as per the respective provisions of the FAFA agreement ([http://ec.europa.eu/echo/files/partners/humanitarian\\_aid/fafa/agreement\\_en.pdf](http://ec.europa.eu/echo/files/partners/humanitarian_aid/fafa/agreement_en.pdf))

(iii) Submit a first draft report for review

(iv) Devise lessons learned and recommendations which account for use of EC credits, use and impact of outputs, country choices, timelines and budgetary implications.

(v) Present the findings of the evaluation and proposed future direction to DG DEVCO and UNDP staff, as appropriate.

(vi) Submit a Final Evaluation Report, which reflects the recommendations from the draft report and comments from the presentation.

## **2.4 Required outputs:**

The activity will be developed in the following phases:

- **Detailed methodology** which contains the description of the evaluation methodology/methodological approach, data analysis methods, key informants, issues to be studied, work plan.
- **Desk review of documents**
- **Draft Report**
- **Presentation of Key Findings and Lessons Learned**
- **Final Evaluation Report** including (max 40 pages, excluding annexes):
  - Executive Summary (max 6 pages);
  - Project description
  - Evaluation purpose
  - Evaluation methodology
  - Findings
  - Lessons learned
  - Recommendations on future actions
  - Annexes (including interview list, data collection instruments, key documents consulted, Terms of Reference).

In the Final Evaluation, the consultant is expected to analyse all relevant information sources, such as annual reports, project documents, internal review reports, project files, strategic country development documents and any other documents that may provide evidence on which to form opinions. Analysis of workshops and workshop materials, funded by the EC contribution, must also be examined. The central focus of the evaluation will contend with the use of outputs under the EU contribution. The consultant is also expected to use telephone

interviews as a means to collect relevant data, wherever missions (outside the provisions outlined hereafter) are not possible.

Based on comments received on the drafts, the consultant will finalize the deliverables, and submit to DG DEVCO by the agreed dates.

### **3. EXPERTISE REQUIRED**

**3.1 Number of requested experts per category and number of man-days per expert:** One senior evaluation expert is required, for an estimated total of 40 man days.

#### **3.2 Expert profile**

a) Category (and duration of equivalent experience): Senior expert, with at least 10 years of experience in evaluation of UN projects, including experience in analysing individual donor contributions of multi-donor funded projects

b) Education: University degree in evaluation, project management, public administration, economics, environmental studies or technically relevant field, and Master Degree in evaluation, project management, environment, business administration or similar field. (Where the second is lacking, 15 years overall experience in evaluation of donor funded projects is required).

c) Experience:

- at least 12 years of professional experience in the field of evaluation in developing countries, especially evaluating individual donor components of multi-donor projects/contributions;
- excellent writing and presentation skills, proved analytical skills and strategic thinking;
- native proficiency in English, professional competency in French
- a good knowledge of the UN system, project finance, performance management frameworks and results-based management for development projects;
- proven experience in policy evaluations

### **4. LOCATION AND DURATION**

4.1. Location: The expert will be home-based, with two missions to Brussels and a field mission to one of the 10 Climate Parliament countries (TBA, as appropriate).

4.2. Starting date and duration: The indicative starting date of this assignment is 22 September 2014; the end date of the activities (and completion of the assignment) will be by the end of November 2014.

4.3. Planning: indicative calendar as below:

No	Activities	Timing (2014)
1	Signing of contract	Mid September
2	Start of the assignment and kick off meeting in Brussels	Week of 29 September
2	Review and analysis of documents / interviews	Week of 06 October
3.	Draft Report	Week of 10 November
4.	Presentation of Key Findings and Lessons Learned	Week of 17 November
5.	Final Evaluation Report	Week of 24 November

## 5. REPORTING

Report shall be operational and any conclusions / recommendations will be supported by solid arguments. The Final Report shall be a high quality, well written and concise deliverable.

## 6. INCIDENTAL EXPENDITURE

The contract will be Fee Based (BENEF 2013; Lot 6: Environment). The proposed budget should include the following (payment on a reimbursable basis):

- 2 round trips to Brussels (i. kick off meeting and meetings with UNDP Brussels Office; ii. presentation of key findings)
- 4 per-diem in Brussels
- 1 round-trip to a Climate Parliament country (tentative, TBA)
- 4 per-diem to Climate Parliament country (tentative, TBA)

The expert will have to submit a methodology presenting his/her understanding of the assignment and the Terms of Reference.

Submissions to be sent by email fourteen days after reception of the request for proposal.

The assignment is commissioned by the Directorate General for Development and Cooperation - EuropeAid (DG DEVCO) of the European Commission who will handle all contract arrangements.

The assignment will be technically and financially managed by Unit C5 of DG DEVCO (the Client). Coordination with other interested Commission services will be ensured by DG DEVCO. For any questions on the Terms of Reference, please contact: Claudia Boldrini, [claudia.boldrini@ec.europa.eu](mailto:claudia.boldrini@ec.europa.eu) or Huma Manners [huma.manners@ec.europa.eu](mailto:huma.manners@ec.europa.eu)

